Absolute Secretarial

Privacy Policy

**Our contact details**

Name: Absolute Secretarial

Address: Scawthorpe Avenue, Scawthorpe, Doncaster, DN5 9DG

E-mail: info@absec.co.uk

**The type of personal information we collect.**

We currently collect and process the following information:

* Personal identifiers, contacts, and characteristics (for example, name and contact details)
* NO bank or card details are collected or stored.

**How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* Invoicing reasons only

We also receive personal information indirectly, from the following sources in the following scenarios:

* Email

We use the information that you have given us to stay connected with you.

We may share this information with – No information is ever shared.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You can remove your consent at any time. You can do this by contacting info@absec.co.uk**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

**How we store your personal information**

Your information is securely stored.

We keep contact details and company details for the duration of your contract with us. We will then dispose your information by deletion of all contact details held by us.

**Your data protection rights.**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at **info@absec.co.uk** if you wish to make a request.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at info@absec.co.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>